

**City of West Bend
Position Description**

Name: _____ **Department:** Public Works
Position Title: Public Works Technician I **Pay Grade:** C **FLSA:** Non-Exempt
Emergency Personnel: NO
Date: September 2017
Reports To: Public Works Operations Superintendent

Purpose of Position:

The Public Works Technician I position is an entry level, full-time position in the Public Works Department that may be assigned to first, second or third shift if the need arises. This position will take direction from the Public Works Operations Superintendent or the person that the Superintendent has designated. This position will also be required to do heavy manual labor in varied weather conditions in the Public Works Department.

Essential Duties and Responsibilities include, but are not limited to:

An employee in this position may be called upon to perform any or all of the following:

(This list does not include all tasks an employee may be expected to perform.)

- Perform heavy manual labor in connection with storm sewer repairs, catch basins, manholes, collapsed pipes, perform curbside collection and disposal of refuse; lift carry, and empty refuse containers into garbage packer, push or pull refuse containers to hydraulic lifts, etc.
- Assist with curbside Brush Collection program.
- Assist with the Fall Leaf Collection Program
- Perform tasks associated with the Organics Drop Off Yard at the Municipal Garage with regard to recycling and refuse operations.
- Assist with asphalt or concrete repair to streets or alleys.
- Assist with winter maintenance operations: salting roads, plowing and hauling snow.
- Assist with general maintenance of vehicles, other equipment and the municipal garage.
- Work as a team with members of the Street and Sanitation Divisions.
- Work overtime and holidays when necessary.
- Participate in the rotation for weekend duty and working holidays.
- Interact with city residents courteously and answer questions they may have.

Minimum Qualifications Required:

- High School Diploma or GED required.
- Valid Wisconsin Driver's License and good driving record.

- Wisconsin CDL with proper endorsements required within 30 days of hire.
- Concrete and asphalt street repair experience preferred
- Experience with the operation of dump trucks preferred
- Prior experience snow plowing with a wing attachment preferred.

Other Abilities Skills and Knowledge:

- Lift and/or move up to 50 pounds without assistance.
- Back equipment with or without trailers.
- Take written and oral direction in a positive manner.
- Work in a team atmosphere.
- Speak and write effectively.
- Work independently with little supervision.
- Take on more responsibility with longevity.
- Use a computer.

Environmental Adaptability

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, climb or balance, bend, lift, carry, push, pull, stoop, kneel, crouch, crawl, twist and smell. The employee must be able to coordinate eyes, hands, feet and limbs in performing skilled movements. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee frequently works in outside conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is frequently exposed to wet/or humid conditions, and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. The noise level in the work environment is usually loud and at times very loud.

Work is performed both in an office environment and outside in varying weather conditions with hazards associated with building sites.

The City of West Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Director of Human Resources

Date